

This document explains how to create new shortcuts to folders and other items in Windows 7 for easy retrieval later. The examples below refer to a folder on the HQ_Shared area of the data server. This technique works with other folders = locally on the hard drive, or on any data server to which you have access. It also works with specific files.

You must know the location of, and have access to the item you need before you can begin the steps below.

1. Open an Explorer window using one of the following methods:
 - On your Windows desktop, double-click the **Computer** icon
 - Press the Windows key + E.

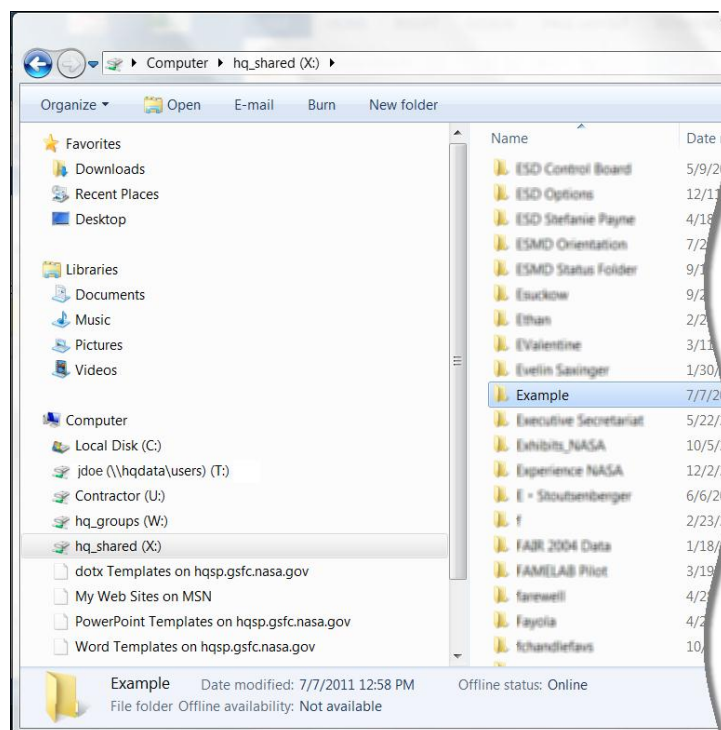


An Explorer window appears.

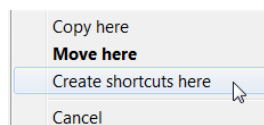
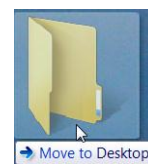
Your Explorer window may look different than the one pictured depending on how you have yours arranged. In the image at right, the hard drives and network drives are on the left portion of the window, and the files/folders are displayed on the right.

2. Click on the drive that contains the item (folder, file, etc.) for which you would like to create a shortcut.

In the example at right, after clicking the **hq_shared** network drive (mapped as the X drive), folders for that drive appear on the right. A folder called **Example** is selected.



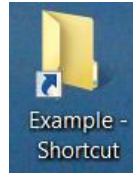
3. Navigate through the listing on the right-hand side until you've located the item.
4. Click and hold the RIGHT mouse button on this item and drag it to the desktop | Let go of the mouse button only after the item appears on the desktop with the message + **Move to Desktop**.
5. When the menu appears, select **Create shortcuts here**.



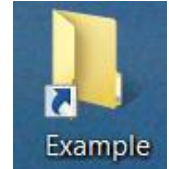
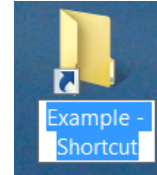
Creating Shortcuts – Windows 7

A shortcut is created.

You can always recognize a shortcut by the arrow in the lower-left corner of the icon.



6. If you choose to leave the name of the shortcut as is, double-click on the new desktop icon to access the resource. To change the name of the shortcut, continue with the steps below.
7. Right-click on the shortcut icon | Select **Rename**.
8. Edit the label under the icon to rename the shortcut.
9. Double-click on the new desktop icon to access the resource.



For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

This document is posted on the ITCD Web site at:
<http://itcd.hq.nasa.gov/instructions.html>